



STARS
Student Tracking and Reporting System

Elementary School Pre-YET Worksheet & Agenda

		Common Values
	Set Up Next Year School Information	
1	School Details, Next School Year – School > School Information > School Details, Canvas #4	
	Year, Semestered? Number of Semester, Terms, Days, Periods	2009, Yes (checked), 1,0,1,1
2	School Schedule – School > School Information > Schedule, Next Year radio button	Need two rows: First row: Semester: 0, Terms: 0 Second row: Semester: 1, Terms: 0 Start dates: 08/17/2009, End dates: 06/30/2010
3	Grades and Catchments – School > School Information > School Details > More Information > Grades and Catchments, Next Year	Copy from Current. Modify as needed. Make sure last grade is checked.
4	Staff Maintenance – School > School Information > Staff Maintenance > All Staff radio button, Next Year radio button	
	Respond “Yes” when prompted to copy displayed staff to next year.	Modify list as needed. Initials (Code) must be unique.
5	Homeroom Maintenance - School > School Information > Homeroom Maintenance, Next Year radio button	
	Respond “Yes” when prompted to copy homerooms to next year.	Select a Default Teacher that will be used to fill homerooms in which this year’s teacher is not returning. Modify as needed.
6	Review Rooms – School > School Information > Rooms	
	Review list of rooms.	Rooms in use current year may not be deleted until after YET.
	Pre-Transition	
7	Do Pre-Transition - School > Pre Transition > Do Pre-Transition	Run Do Pre-Transition by Grade
	Next School	Select your school.



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	Admission Date, Admission Code	08/17/2009, Transfer Within LEA
	All Students	Do not use
	By Grade	Select the lowest grade to be transitioned from the drop down list
	Select the Apply button.	
	Repeat for each grade except the final grade at your school (5 th or 6 th)	<ol style="list-style-type: none"> 1. Do Pre-Transition if using a feeder school for a large number of students, or 2. Manually assign schools for students in final grade using Pre-Transition List.
8	Pre-Transition List- School > Pre Transition > Pre-Transition List	The Transition List is used in Year End Transition to place students in the next grade and the next school. View and edit all students at your school or those coming from other schools. View and edit their next grade and next school information.
9	Edit the Transition List	
	Edit “graduating” students (those in the last grade at your school)	<ul style="list-style-type: none"> • Enter school code: As you find out what junior high/middle school students are transferring to, enter these in the Next School. Put cursor in Next School field, click F9 button and select the school. • Enter Transition Withdrawal Reason (<i>Transfer within LEA</i> if the school is a DCPS school; <i>Transfer to Other LEA</i> for charter schools) • Enter Default Admission Date of 08/17/2009 • Enter Default Admission Code of Transfer Within LEA (always use this admission code regardless of where student is being transitioned)
	Edit returning students being retained	<ul style="list-style-type: none"> • Change Next Grade back to the student’s current grade. • Check next school code used (should be your school code for retained students, or next school code if they are being retained and transferred out of your school) • Give a Retention Reason • Enter Default Admission Date of 08/17/2009 • Enter Default Admission Code of Transfer Within LEA.
	Edit “graduating” students being retained	<ul style="list-style-type: none"> • Change Next School back to your school (if that is where the student will be next year) or the correct school • Blank out the Transition Withdrawal Reason (or leave if the student will be attending a different school)



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		<ul style="list-style-type: none"> • Enter the appropriate Retention Reason. • Enter Default Admission Date of 08/17/2009 and Default Admission Code of Transfer Within LEA.
	Edit students who are leaving your school, DCPS or the district.	<ul style="list-style-type: none"> • Change Next School to the correct school (or leave blank if going out of the district or to a non-DC STARS school in DC) • Give a Transition Withdrawal Reason • Enter Default Admission Date of 08/17/2009 • Enter Default Admission Code of Transfer within LEA.
	End of Year Activities	
10	Finalize Attendance Records	Make sure you enter all homeroom attendance. You will not be able to enter attendance after YET.
	.	
11	Run year-end reports	
	Suggested School-Wide Reports	Student Roster – List (R101) Student Attendance Totals by Homeroom (R201, MEMB) Enrolment – Gender, Grade, Ethnicity (R308, WEEK) Consecutive Absences (R320) Admission/Withdrawal Attendance Boundary Ad Hoc Report
	Suggested Student Report	Attendance Summary – one for each student
	Students transferring to other schools	Student Verification Form Withdrawal Form Office Index Card
12	YET (Year End Transition)	Will take place July 10 through 12, 2009. All 2008-2009 school year data entry must be completed prior to YET. After YET is completed, DC STARS is officially in school year 2009-2010.
	Post- YET	
13	Post- YET Steps	See Post-YET Checklist for details
	Review School Details	
	Review School Schedule – Current Year	
	Review Non-School Days	
	Build Attendance Tumbles	
	Verify and Update Staff Maintenance	
	Assign Homerooms	



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Pre-YET Checklist

✓	Step #	Description	Comment
	1A.	Finalize attendance records.	Adjustments cannot be made to attendance after Year-End Transition.
	1B.	Print final attendance reports.	Attendance Summary – Condensed. Reports > Daily Attendance > Student Attendance Totals by Homeroom, Consecutive Absence (R320), Attendance Summary (ABCA)
	2A.	Verify next grade and next school.	School > Pre-Transition > Pre-Transition List
	2B.	Set retentions and reasons.	Pre-Transition assumes that all students will be promoted to the next grade. For students who are to be retained, set their next grade = current grade. Supply a retention reason for each retained student.
	2C.	Withdraw students.	Students withdrawn before YET will not be promoted. YET will withdraw students. Set Next School to the correct number or NULL if you don't know where the student is going.
	2D.	Set Default Admission Date, and Default Admission Code.	Supply the same Default Admission Date used in Do Pre-Transition (08/17/2009) and Default Admission Code (Transfer Within LEA). These must be set each time changes are made on this screen. Changes will not save if these are not set.
	2E.	Print Pre-Transition List.	Print before YET and save to be compared with other reports.
	2F.	Verify Pre-Transition List Retentions with Retention Report	Print Retention Report - Select school detail and base on Pre-Transition List (before YET). Reports > Diploma Reporting > Promotion /Retention
	3.	Print school-wide reports	Student Roster – List (R101), Enrollment – Gender, Grade, Ethnicity (R308), Admission/Withdrawal, Attendance Boundary Ad Hoc Report
	4.	Print reports for students leaving	Student Verification Form, Student Withdrawal Form, Office Index Card



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Post-YET Checklist

✓	Step #	Description	Comment
	1.	School Details – Current Year	Review.
	2.	School Schedule – Current Year	Verify.
	3.	Non-School Days	Verify that Non- School days are correct.
	4.	Build Attendance Tumbles	Must be run to build calendar. Attendance Module > Daily Attendance > Attendance Tumbles.
	5.	Retentions	Print the Retention Report based on Homeroom History and compare with Retention Report based on Pre-Transition List run before YET. These should match. Reports > Diploma Reporting > Promotions/Retentions
	6.	Check Homeroom History for Retentions and Promotions	Spot-check Homeroom History for a sampling of Retentions from Retention Report. Main Menu > Change Student > Homeroom History
	7.	Enter Promotions after Summer School	Enter Promotions after Summer School or other summer grade changes.
	8.	Run Admission Withdrawal Report	Run report for withdrawals during last year. Reports > Enrollment / Registration > Admission / Withdrawal Report.
	9A.	Cross-Enrollment Report	Cross-Enrollment Report shows students in two groups: 1) those that are enrolled at another school and cross-enrolled to your school, and 2) those that are enrolled at your school and cross-enrolled to another school. Report > General Office > Cross-Enrollments.
	9B.	Cross-Enrollment Cleanup	Work with other schools involved to clean up any erroneous cross-enrollments.
	10.	Update Staff Maintenance	Edit as needed.
	11.	Assign Homerooms	Verify Homeroom Maintenance. Assign homerooms. School > School Information > Mass Assignments > Mass Homeroom Assignments > Mass Homeroom by Period > Mass Entry Screen button